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| ARS-416/417 template to establish a new Trust Fund Cooperative Agreement <u>or</u> Reimbursable Cooperative Agreement NOTE: The 416/417 is always added to an existing/approved ARS-425, and only when the incoming funds are greater than \$25,000 | |
| Suggestion for a Trust Fund or Reimbursable Cooperative Agreement: Obtain a copy of the current related in-house D CRIS project from the unit ARIS User. Refer to it for the related STP, Classification, and Sub-activity codes. | |
| CRIS Project Number: | C For a new project, the ARIS User will assign a project number C For revisions to an existing 416/417 T or R project: list the project number Examples: 5428-21220-004-06R = Reimbursable Cooperative Agreement 5402-32000-002-03T = Trust Fund Cooperative Agreement |
| Project Type: | 9 T = Trust Fund Cooperative Agreement (incoming funds only , usually from a company or nonprofit organization, <i>i.e.</i> , Monsanto Company; National Cattlemen's Beef Association) 9 R = Reimbursable Cooperative Agreement (incoming funds only , usually with another Federal agency. Contact Jim Quaratino at 970-229-5529 to determine agreement type) |
| Project Title: | |
| Project Start: | 9 External Funding-425 (The ARS-425 must already be in ARIS in order to add the 416/417) (used for incoming funds only , a Trust Fund or Reimbursable Cooperative Agreements) |
| Start and Termination Dates: Use format: 06/01/2003 Be realistic on the Start Date <i>Special Note for ARS scientist from the Extramural Agreements Section:</i> (See note in bold to right) Ö | ____ (Date the project is expected to begin) ____ (Date the project will end/terminate, cannot exceed five years) It takes 2-4 weeks to complete the approval and signature process at the National Program Staff and BPMS levels due to work loads, travel, annual leave, and holiday schedules. Allow an additional 2-3 weeks for all incoming cooperative agreement documents to be established and approved at all signature levels (for both ARS and the cooperating organization/institution). |
| Department: | C Leave blank C Used only for outgoing S = Specific Cooperative Agreement or G = Grant Agreement |
| Institute: ALWAYS ARS on a T or R coded project | ARIS system will automatically default to the ARS location establishing the project |
| Research Facilities: Indicate the type of agency that controls the office in which the research will be conducted. | 9 Federally Owned 9 Federally Leased 9 Combined 9 State 9 Other <i>Select the one that is appropriate for your ARS unit/location</i> |
| Research on Campus: | 9 Yes 9 No <i>Check Yes if the ARS unit is located on a university campus</i> |
| Cooperators: | 9 USDA 9 Industry/Other 9 State 9 Other Federal Agencies <i>(1) Select USDA since the funds are coming into ARS to conduct the research project; and (2) Select the code that is applicable to the organization providing the funds to ARS</i> |
| Agreement Number and Award Date: | Leave blank, these are assigned and entered by the Extramural Agreements Section in the Area Office when the cooperative agreements documents are fully executed/signed by all parties. |
| Who is the Agreement with: | 9 None (Research is being conducted at an ARS facility) Always None on a T or R coded project |
| Remarks: Documents what the action is for on the project. | |
| Objective: ARS scientist provides this. | Examples: (#1) Adding 416/417 to 425 Log #xxxxx. Receiving FY-03 funds in the amount of \$50,000; or (#2) Increase the funding level in the amount of \$10,000 for FY-03 Please e-mail this to the unit ARIS User so it can be copied and pasted into the ARIS block |

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| <p>Approach: ARS scientist provides this.</p> |
| <p>Keywords:</p> <p>ARS scientist provides these. Enter phrases on one line.</p> |
| <p>Investigators: SY time is always 0.00 for the ARS scientist.</p> |
| <p>STP Codes = <u>S</u>trategic <u>P</u>lan</p> <p>Minimum = 1STP code Maximum = 2 STP codes</p> |
| <p>National Program (NP) codes:</p> |
| <p>Basic Res. , Applied Res., & Developmental Effort:</p> <p>See RL for assistance.</p> |
| <p>Classification Codes:</p> <p>SOI = <u>S</u>ubject of <u>I</u>nvestigation RPA = <u>R</u>esearch <u>P</u>roblem <u>A</u>rea Field of Science</p> |
| <p>Sub-Activity Classification Codes:</p> |
| <p>Special Classification Codes:</p> |
| <p>Budget information:</p> |
| <p>Requirements/Restrictions on some Special Codes:</p> |

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| Please e-mail this to the unit ARIS User so it can be copied and pasted into the ARIS block | |
| (Examples: long-term storage preservation or Integrated Pest Management) | |
| 9 Principal Investigator: _____ (Always the ARS scientist) | |
| ____ . ____ . ____ . ____ = _____ % Code #1 | ____ . ____ . ____ . ____ = _____ % Code #2 |
| C | Total of STP codes must = 100% |
| C | Refer to the related in-house D project for the codes to use, use only those listed |
| C | Can only be entered at Headquarters level |
| C | Refer to the related in-house D project for codes |
| C | Request the code and desired percentage in the Remarks on the 416 |
| ____ % Basic Research ____ % Applied Research ____ % Developmental Effort | |
| C | Use any combination of the three to equal 100% |
| C | Minimum of 10% and must equal 100% |
| C | Minimum of one code of each is required, minimum of 10% for each code |
| C | Maximum of 10 codes for each category |
| C | Total of 100% for each classification category (SOI, RPA, and Field of Science) |
| C | Refer to the related in-house D project for codes to select |
| C | Trust/Reimbursable projects do not necessarily have to use each SOI, RPA, or Field of Science Code listed on the related in-house D project |
| C | Minimum of one code is required, minimum of 10% |
| C | Maximum of 10 codes, must total 100% |
| C | Refer to the related in-house D project |
| C | Minimum of 10% for any one code |
| C | Combination of codes can be over 100% |
| C | Refer to the related in-house D project, use only those which apply to the agreement |
| C | Use the ARS-425 for the budget information |
| C | Funds are not available to the ARS scientist until the unit is notified by the Area Office Budget and Fiscal Section and given the assigned accounting code |
| C | Deficit spending is not allowed. Trust Fund Cooperative Agreements: the ARS scientist may only obligate expenditures against funds already received (not the anticipated funding level over the life of the project) |
| C | Refer to the related in-house D project for the associated codes |
| C | Obtain code guidance and/or assistance from the RL |